

South Dakota Department of Education
Office of Curriculum, Technology, and Assessment
700 Governors Drive
Pierre, SD 57501

EXTERNAL EVALUATION OF MATHEMATICS AND SCIENCE PARTNERSHIP GRANTS

No Child Left Behind Act of 2001
Title II, Part B
Of the Elementary and Secondary Education Act

REQUEST FOR PROPOSALS

DOE-07-002

Equal Opportunity Employer

Proposal Issue Date: May 2, 2006
Proposal Due Date: May 24, 2006
Approximate Proposal Award Notification Date: June 15, 2006
Proposal Contact: Michelle Mehlberg (605)280-3614
E-mail: michelle.mehlberg@state.sd.us

**South Dakota External Evaluation of
Mathematics and Science Partnership Grant
DOE-07-002**

The South Dakota State Department of Education (SDDOE) is seeking proposals for the services of an External Program Evaluator who will conduct a state-wide evaluation of the Mathematics and Science Partnership (MSP) competitive grant program by reporting progress and making recommendations that will assure that each funded MSP project conducts a thorough local evaluation. Eligible applicants are those that can demonstrate experience in the successful development and management of education program evaluations. Any organization that is already involved in the South Dakota MSP program is excluded from bidding on this RFP. SDDOE will award one (1) contract with a term of three (3) years, contingent upon continued federal funding of the project. The original contract will run from June 15, 2006 – September 1, 2009.

Issuing Office and RFP Reference Number

SDDOE, Office of Curriculum, Technology, and Assessment (OCTA) is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is RFP # DOE-07-002. This number must be referred to on all proposals, correspondence, and documentation relation to the RFP.

Submission Guidelines

For a proposal to be considered the following requirements must be met with this RFP Application.

1. One word processed or typed original paper proposal with appropriate original signatures.
2. Two complete photocopies of original RFP.
3. One electronic copy, in Word or PDF format, of the complete RFP with or without signatures.
4. The proposal needs to be page numbered and have an index and/or a table of contents referencing the appropriate page number.

Proposals must be postmarked by **May 24, 2006** or hand-delivered to the Department of Education, Office of Technology, Curriculum and Assessment by **5:00 PM (CST)** on the stated deadline.

Mail or hand-deliver the completed proposals to:

**South Dakota Department of Education
Office of Curriculum, Technology, and Assessment
Attn: Michelle Mehlberg
Title II, Part B Evaluator RFP
700 Governors Drive
Pierre, SD 57501**

SDDOE is not responsible for transmittal time or irregularities in delivery on the part of the US Postal Service or other courier services. Faxed or emailed proposals will not be accepted.

SDDOE reserves the right to reject any and all submissions received as a result of this application process or to negotiate separately with the individual respondents.

Questions regarding this RFP can be submitted to the following contacts:

Program Matters

Michelle Mehlberg
605-280-3614
michelle.mehlberg@state.sd.us

Fiscal Matters

Mark Gageby
605-773-3727
mark.gageby@state.sd.us

Proposal Requirements

The primary goal of the South Dakota MSP is a focused statewide professional development program designed to build broad-based expertise and leadership for improving student achievement in elementary mathematics instruction.

A detailed description of the South Dakota MSP Program is available at:
<http://doe.sd.gov/octa/title/IIpartb/RFP/index.asp> .

For full and complete guidance on MSP go to:
<http://www.ed.gov/programs/mathsci/index.html> .

The purpose of this RFP is to procure expertise in and coordination for educational evaluation methodologies for the funded grants.

The external evaluator will ensure that the SD MSP program evaluation plan addresses the following questions:

- Is enhanced content knowledge and teaching skill among teachers attributable to the teachers' participation in the MSP program?
- Is improvement in a student's mathematics academic achievement attributable to the enhanced content knowledge and teaching skill of the teachers who participated in the MSP program?
- Which specific core mathematics programs are used by schools and how is Cognitively Guided Instruction impacting student learning?
- What impact does administrative support have on the effectiveness of the MSP program?

The external evaluator responsibilities and study design will include:

A. Data collection instruments

- Student/Teacher/Administrator
 - Analyze DakotaSTEP data for grades 3-5
 - Analyze NAEP data for grade 4
 - Analyze South Dakota Classroom Assessments grades K-2
 - Analyze K-5 diagnostic assessment to be determined by SDDOE
 - Teacher survey(s) developed by evaluator with input and approval from SDDOE. To be hosted on the SDDOE website.
 - Administrator survey(s) developed by evaluator with input and approval from SDDOE. To be hosted on the SDDOE website.
 - Analyze data from South Dakota Professional Development Surveys that will be administered upon the completion of each workshop, course, etc.
 - Conduct site visits and analyze data collected for up to 8 SD MSP program sites per grant year.
 - Conduct random student interviews at grades 3, 4, and 5 to collect data on student mathematics perceptions.

B. Management Plan

- Identify qualifications related to this project;
- Develop timelines for data collection;
- Clearly define roles and responsibilities of staff to carry out evaluation;
- Prepare monthly, mid-year and final reports;
- Consult with SDDOE regarding federal reporting requirements provide data as needed for federal reports; and
- Participate in face-to-face meetings with SDDOE.
 - Two SD Counts Advisory Council meetings
 - Annual reporting debriefing
 - Additional meetings as needed

Proposal Response Format

All proposals must be organized and tabbed with labels for the following headings:

1. **Executive Summary** (20 points) The executive summary is to briefly describe the proposal and should be no longer than two pages in length. This summary should highlight the major features of the proposal. The reader should be able to determine the essence of the proposal by reading the executive summary.
2. **Detailed Response** (50 points) This section should constitute the major portion of the proposal and must contain at least the following information:

- a. A complete narrative of the evaluator's assessment of the work to be performed, the evaluator's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the evaluators understanding of the desired overall performance expectations.
 - b. A specific point-by-point response to the "Services to be Performed".
 - c. A clear description of any options or alternatives proposed.
3. **Budget/Budget Narrative** (30 points) All costs related to the provision of the required services must be included in the provided budget form. Provide a budget narrative containing sufficient details to justify costs.

Proposal Evaluation and Award Process

After determining that a proposal satisfies the mandatory requirements stated in the RFP, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering the: Executive Summary, Detailed Response and Budget/Budget Narrative.

SDDOE reserves the right to reject any or all proposals, waive technicalities, and make awards as deemed to be in the best interest of SDDOE.

The contents of this RFP, any subsequent correspondence during the proposal evaluation period, and such other stipulations as agreed upon may be made a part of the final contract developed by SDDOE.

**South Dakota Mathematics and Science Partnership
Three Year Projected Budget
External Evaluator**

Evaluator: _____

Category	Budget Year 1	Budget Year 2	Budget Year 3	Total
Salaries				
Employee Benefits				
Purchased Services				
Travel				
Supplies & Materials				
Subtotal				
Indirect Costs				
Total				